

Section 8.4

SHOP AND ERECTION DRAWINGS PROCESS

8.4.1 Purpose

To make Construction Engineering and Inspection (CEI) staff aware of what their responsibilities are with regard to administration of the construction project shop and erection drawing process.

8.4.2 Authority

Section 5, Control of the Work, Standard Specifications for Road and Bridge Construction

FHWA Approved: July 28, 2004

8.4.3 Responsibilities

(A) Resident Level Responsibilities

This process primarily involves the Contractor, Engineer of Record (EOR), CEI staff and the Department State and/or District Design Office and is governed by **Standard Specification 5-1.4** and the Florida Department of Transportation [Plans Preparation Manual, Number 625-000-007, Volume I, Chapter 28, Shop and Erection Drawings](#).

CEI staff ensure that the parties involved perform timely reviews as well as track submittals through each stage of review and approval. CEI staff should remind the Contractor that **Specification 5-1.4** requires the submittal of a schedule of shop drawing submittals within 60 days of the start of the contract. A standing agenda item for discussion of the status of shop and erection drawings should be part of weekly construction progress meetings. Also at the meeting, the priority of submittals should be reviewed and adjustments to priorities agreed to with the Contractor.

CEI staff shall ensure that all approved shop and erection drawings are incorporated in the final As-Built drawings where appropriate.

8.4.4 Flow of the Process

(A) Resident Level Responsibilities

The Department's *Plans Preparation Manual Number 625-000-007, Volume I, Chapter 28, Shop and Erection Drawings, Exhibits 28-A, 28-B and 28-C* are process flow charts that start from the time submittals leave the originator to the time that approved submittals are sent to the parties that require copies. *Exhibit 28-A* charts the process for projects that require EOR review but do not require a review by the Department; *Exhibit 28-B* charts projects that require both EOR and Department review; and *Exhibit 28-C* charts projects that require only Department review. The Project Administrator shall consult the District Structures Design Office prior to the preconstruction conference to determine which process will apply to the project and the Contractor shall be informed of this at the preconstruction conference. For typical projects, the CEI staff receives copies of submittal transmittal letters from the groups involved in the process in order to track the progress of submittal reviews. With this arrangement, CEI staff does not receive the actual submittals until the process is complete but is aware of where they have been sent and who has possession. CEI staff shall confirm receipt of submittals by the various parties involved to track their location and review duration. The approving Engineer of Record or (when required), the Department Design Office (District or State), makes the final distribution of approved submittals.

For projects that are complex and/or have a large volume of shop drawings for which approval is on the critical path of the project, CEI staff should consider direct handling of all submittals to maintain control over the transmittal process. In this case, the Contractor would send submittals to the CEI staff and not to the Engineer of Record. The CEI staff would then transmit the submittals to the Engineer of Record and (when required) to the Department. Reviewed submittals are returned to the CEI for final distribution or return to the originator to address review comments.

8.4.5 Tracking Logs

(A) Resident Level Responsibilities

CEI staff shall maintain a current tracking log. The tracking log shall contain the following information. Other information may be added as necessary:

- 1) Submittal/Transmittal Number.
- 2) Submittal Description: Example - Seawall Layout Drawing Number 5.

- 3) Date the Contractor transmitted the submittal.
- 4) Engineer of Record review status: This is an indication of what the results of the review are, such as: Approved, Approved as Noted, Approved as Corrected, Revise and Resubmit, Not Approved.
- 5) Date the Engineer of Record submitted to the Department Design Office (when required).
- 6) Department Design Office review status (when required): This is an indication of what the results of the review are as listed in **Item 4** above.
- 7) Date the Engineer of Record or when required the Department Design Office, sent the submittal back to the Contractor.
- 8) Total duration of the review.
- 9) Comments: These may have to do with involvement of reviewers that are not usually part of the process, supplementary documents, final distribution of submittals to specific recipients, and any other information that warrants documentation due to some unique circumstance of the specific submittal being reviewed.